



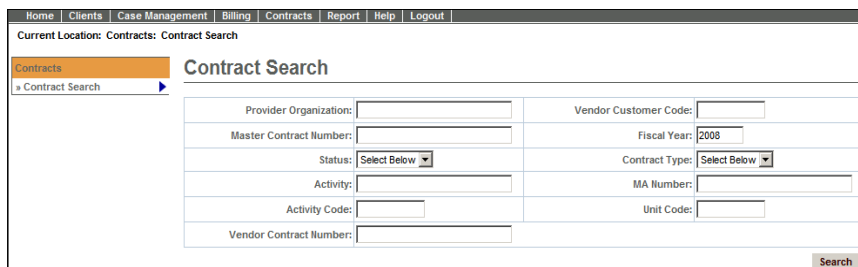
## Requesting an Amendment (CR)

Authorized personnel who have the appropriate user security role can request an amendment through EIM/ESM.

To request an amendment:

1. Select the **Contracts** module.

*The **Contracts Search** page appears.*



2. Enter search criteria for identified contract.
3. Click **Search**.

*The search results appear below.*

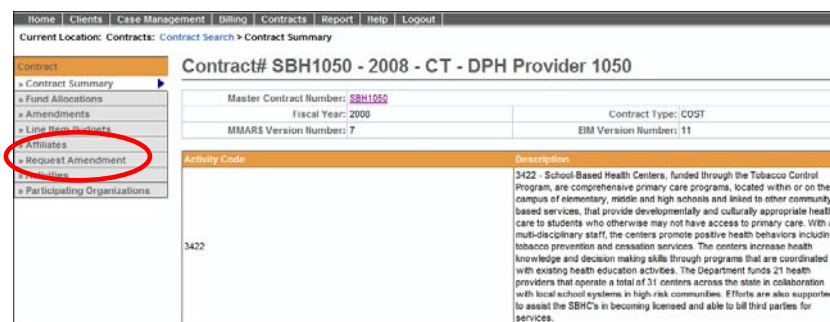
Search Results				
Contract Number	Provider Organization	Contract Type	Status	Current Amount
<a href="#">SBH1050 - 2008 - CT</a>	DPH Provider 1050	COST	Active	\$250,000.00
[ Display 1 to 1 of 1 ]				

4. Click the [Contract Number](#) link.

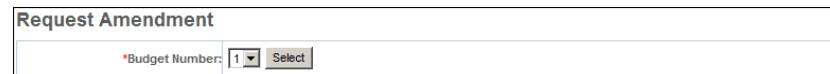
## Virtual Gateway Customer Service 1-800-421-0938

The *Contract Summary* page appears.

5. Select **Request Amendment** from the navigation bar.



*The **Select Budget** page appears.*



6. Select the appropriate budget number from the drop down menu and click **Select**.

**Requesting an Amendment (CR)**

*The **Request Amendment** page appears.*

**Contract # SBH1050 - 2008 - CT - DPH Provider 1050**

Master Contract Number:	SBH1050
Fiscal Year:	2008
MMARS Version Number:	7
Contract Type:	COST
EIM Version Number:	11

Activity Code	Activity Name
3422	School Based Health Centers

**Request Amendment : Budget 1**

Contract Maximum Obligation:	\$250,000.00	Budget Maximum Obligation:	\$250000.00
Current End Date:	06/30/2008	Remaining Amount:	\$0.00
Current Client Capacity Limit:	100	New Client Capacity Limit:	

*Reason for Amendment:	<input type="text"/>
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**102 - Program Director (Category 1 . Direct Care / Program Staff )**

Original FTE:	1	Original Amount:	\$40,000.00
Expended Amount:	\$0.00	Balance:	\$40,000.00
Reimbursable Cost:	\$40,000.00		
Current FTE:	1	Offset:	\$0.00
Current Amount:	\$40,000.00	*New Amount:	40000

6. Enter amendment information, including a reason for the amendment.

7. Click **Request Amendment**.

*The **Amendment** page appears. Notification is sent to designated agency staff by email.*

**Virtual Gateway Customer Service  
1-800-421-0938****Notes:**

- The sum of all **New Amount** fields must equal the **Budget Maximum Obligation** field. The **Remaining Amount** field supports this and will show the difference if the amounts don't match along with error message.
- New amount cannot be less than the already expended amount for that line item.
- The reason for amendment field is now mandatory.
- New functionality to add a line item budget component.